

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 23, 2016**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:32 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Trustees Ann Rageotte and Treasurer Rita Caraccia were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Trustees Merle Krueger and Gertrude Toher

APPROVAL OF MINUTES:

The Minutes of the January 26, 2016 meeting were reviewed. A motion to accept the minutes was made by Trustee Rageotte and seconded by Treasurer Caraccia. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended several Town

Directors meetings and an Ocean State Libraries Quarterly meeting. During January four computer classes were held, five story times, ten children's programs, zero teen programs, six adult programs took place. Ms. Boragine indicated that items added to the collection in January were 793 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,556 items. A total of 50 new patrons were given library cards. A total of 4,393 items were loaned out to other libraries and 1,672 items were borrowed. The in-house computer usage was 1,360. The Library web pages were accessed 186,939 times. The online database usage was 947. Overdrive usage was 1,587 and includes 408 Audio, 13 Video, 0 Music, 1,116 E-Books and all other E-Books usage was 91, Freegal movies was 3, Freegal music was 53 and Freegal music streaming was 157 hrs.

Ms. Boragine discussed the usage of cell phones by patrons in the library. The library currently has signs posted to silent the ring tone on the cell phones, but not everyone is adhering to the policy. She also discussed the need for "quiet/silent zones" within the library and that tutors are occupying seating areas four to five days a week for several hours at a time. There may become a need to update the policy for tutoring at the library or a fee for usage similar to what other libraries currently charge. Treasurer Caraccia had questions with regard to the young adult budget line item for books as it was reflecting a negative balance. Ms. Boragine explained to the board that she doesn't know what books are going to be purchased when the book budget is split up and also what reference books/e-books

subscriptions will cost for the year as they all vary. She also indicated that she is spending more on e-books and that there is money in the budget to cover everything and it's just a matter of updating last year's numbers.

A motion to accept the Director's report was made by Treasurer Caraccia and seconded by Trustee Rageotte. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the financial report and the balances of the accounts in January & February.

January February

- **Fines: \$0.00 \$0.00**
- **Champlin Account: \$55,889.20 \$55,910.43**
- **Trustees Account: \$25,379.45 \$23,877.22**
- **Checking Account: \$1,780.92 \$4,723.31**
- **Certificate of Deposit: \$0.00 \$0.00**
- **Catie Kurowski Fund: \$0.00 \$0.00**

Treasurer Caraccia reported that she has reconciled the accounts and reported the balances as indicated above.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Rageotte and

seconded by Chairwoman Quinn. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine indicated that the new seating area furniture will be delivered very soon and that she will also be moving tables around to accommodate the new furniture. She is also rearranging the back room where the cataloger sits; a new desk is coming in.

NEW BUSINESS:

Ms. Boragine discussed Valley Breeze advertising. The sales rep had been in the library soliciting for paid advertisements in the past. She also wanted to start a program where she would solicit businesses to sponsor a small calendar of library activities. Ms. Boragine does not feel that she needs to pay for advertisements and that she has been disappointed in the Valley Breeze's lack of publishing the press releases/announcements of upcoming programs being held at the library. Trustees agree that they are not interested at this time. She is concerned that the Breeze, who many patrons rely on for notification of programming, is not consistently publishing press releases about Lincoln programs. She reported that a Passport Day is being "advertised" through press releases and hopes the turnout for it will be good. The library is hosting "Master Gardeners" events beginning March 30, 2016. Chairwoman Quinn wonders if the library should ask

folks who attend the free programs at the Library to be asked where they heard about the events to try and gauge what is the most effective means to notify people of events. The statewide Library Day is April 16, 2016 and Ms. Boragine is considering different ideas on how to draw more families to the library on this day. Last year there was a magician who entertained families. It was suggested holding a kite decorating session for the event.

Ms. Boragine informed the board that the Assistant Director has resigned and found a job closer to his home. The job has been posted.

The calendars can be found online at the library website.

The newsletter has been posted and is available online.

Next Meeting is March 29, 2016 at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Trustee Rageotte and seconded by Treasurer Caraccia to adjourn the meeting at 6:23 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary